UMIYERSITI TEXNOLOGI MARA

FUNDAMENTALS OF ENTREPRENEDRSHIP (ETR 300)

BUSINESS PLAN EXCELLENT EDUCARE TUITION CENTRE

DIPLOMA IN PUBLIC ADMINISTRATION (05)

PREPARED BY

MARSYTAH BINTI SHAARI (2002135233) NATASHA MELISSA BOYOU (2002135244) SANIAYATI BINTI A. MANSUR (2002135237) ZARNA BINTI ZAINI (2002353978) Excellent Educare Tuition Centre,

1st Floor.

SALINAN FOTO JOAK DIBENARKAN

Wisma Melinea

Tuaran Road, 88400 Likas,

Kota Kinabalu.

Coordinator of MEDEC,

University Technology Mara Kota Kinabalu Campus,

Beg Berkunci 71, 88997 Kota Kinabalu,

Sabah.

Sir,

Submission of Business Plan (Excellent Educare Tuition Centre)

We are the group ETR for tuition centre (Excellent Educare Tuition Centre). As the requirement of ETR 300 syllabus, we would like to present to you our business proposal, entitled "Excellent Tuition Centre". This project paper has been done as you proposed it.

- 2) We really hope that our business will fulfill the needs of the syllabus and directly achieve the syllabus's objectives to prepare students with the business environment.
- 3) This business plan has been finished according to the format and procedure that is appropriate with our project.
- 4) We are hoping that our effort will satisfy the ETR 300 requirement and finally have considerable judgment from your behalf.

HEMBILIK Perpustakaan Universiti Teknologi MARA Sabah

| TABLE OF CONTENTS | PAGES |
|---|---------|
| 1.0 Introductions | 01 |
| 1.1Partnership Agreement Form | 02 |
| 1.2 Partnership Stipulation | 03 - 04 |
| 2.0 Purposes | 05 |
| 3.0 Company Background | 06 |
| 4.0 Owner's/Partners' Background | 07 - 11 |
| 5.0 Administration Plan | 12 |
| 5.1 Introduction to the Organization | 12 |
| 5.1.1 Address | 13 |
| 5.1.2 Type of Building and Infrastructure | 13 |
| 5.1.3 Location Plan | 14 |
| 5.2 Organization Chart | 15 |
| 5.3 List of administration personnel | 16 |
| 5.4 Schedule of tasks and responsibilities | 17 - 18 |
| 5.4.1 Employee Incentives and Bonus | 19 - 20 |
| 5.5 Schedule of remuneration | 21 |
| 5.6 List of office equipments and suppliers | 22 |
| 5.7 Administration budget | 23 -24 |

1.0 INTRODUCTION

By looking at the people needs and wants, we as the partnership of the Excellent Tuition Centre have decide to establish this tuition center and with the main purpose to provide new, more comfortable, more conducive and more effective approach for tuition service. Committing in business domain expressly in education directly will help the Ministry Of Education to increase the education level or standard in Malaysia. Barrel to government's aspiration is to produce the educated and excellent younger for the new millennium era. That is why we come out with this business in order to overcome the barrel.

A part from that, in order to realize the government's encouragement, to increase the number of excellent students in our country, to increase the quality of education and to produce more expertise and professional in fieldwork, therefore we come out with this business.

Based on the objectives of Excellent Educare Tuition Centre, we will provides a space for the USRR, PMR, SPM & STPM candidates and also for those are the former students (repeaters), to improve their quality of studies. Besides that, we come out with the latest technology approach, meaning that our services are totally technology oriented. The teachers will conduct the learning session using the projector and laptop. This will be the best way to attract student's attention and will avoid the feeling of bore during the learning session. These actually comply with our target to establish the best learning condition for student

2.0PURPOSES

- a) To help students in preparing themselves towards major examination, especially to UPSR, PMR, SPM and STPM's candidates.
- b) To increase the number of student, those are excellent in examination from year to year.
- c) To create the new and conducive environment in learning session through the latest technology equipments.
- d) To encourage students to spend their time meaningfully.
- e) To provide opportunities for qualified graduator to participate as a part time tutor.